

AG Contract No. KR96 0224TRN
ADOT ECS File No. JPA 96-11
Project: P0300 02P/\$30,000.00
G2949 03P/\$24,000.00
Section: Kingman Area
Transportation and Transit Study

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE STATE OF ARIZONA
AND
THE CITY OF KINGMAN**

THIS AGREEMENT is entered into 8 March, 1996,
pursuant to Arizona Revised Statutes, Sections 11-951 through 11-954, as amended,
between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF
TRANSPORTATION (the "State") and the CITY OF KINGMAN, acting by and through its
MAYOR and CITY COUNCIL (the "City").

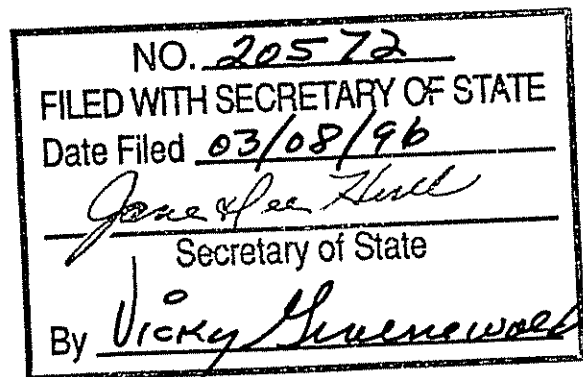
I. RECITALS

1. The State is empowered by Arizona Revised Statutes Section 28-108 and 28-112 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has delegated to the undersigned the authority to execute this agreement on behalf of the State.

2. The City is empowered by Arizona Revised Statutes Section 48-572 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has authorized the undersigned to execute this agreement on behalf of the City.

3. The State and the City desire to jointly participate in selecting and hiring a consultant to conduct a Kingman area transportation and transit study, all in accordance with the Scope of Work, which is attached hereto as Exhibit A and made a part hereof, at an estimated cost of \$90,000.00, hereinafter referred to as the Project.

THEREFORE, in consideration of the mutual covenants expressed herein, it is agreed as follows:



II. SCOPE

1. The State will:

a. Using approved procedures in the form of Exhibit A, participate with the City in the selection of a professional engineering transportation planning consultant to accomplish the Project.

b. Review Project progress reports and submittals and provide comments to the City or the consultant as appropriate. Review and approve the final report prior to the City's final payment to the consultant.

c. Contribute a maximum of \$54,000.00 to the Project. Be responsible for any consultant claims for extra compensation attributable to the State.

d. No more often than monthly, reimburse the City on an actual cost basis, in a total amount not to exceed \$54,000.00, within 30 days after receipt and approval of invoices.

2. The City will:

a. Using State approved procedures in the form of Exhibit A, advertise for, and with the concurrence of the State, select and hire a professional transportation planning consultant to accomplish the Project. Be the lead agency for the Project. Strictly comply with all state and federal procurement laws, rules and procedures.

b. Provide the State timely copies of Project progress reports and submittals, and insure the incorporation of State review comments. Provide the State a copy of the final report, and obtain the State's approval prior to making final payment to the consultant. Accept the final report on behalf of the parties hereto.

c. Be responsible for all Project costs over and above the State's share of \$54,000.00, in an amount estimated at \$36,000.00, and for any consultant claims for extra compensation attributable to the City.

d. No more often than monthly, invoice the State (in the form of Exhibit B), on an actual cost basis, with no profit or fee, in a total amount not to exceed \$54,000.00, for the State's share of the project.

III. MISCELLANEOUS PROVISIONS

1. This agreement shall remain in force and effect until completion of said Project and reimbursements; provided, however, that this agreement may be cancelled at any time prior to the award of a Project consultant contract, upon thirty (30) days written notice to the other party.

2. This agreement shall become effective upon filing with the Secretary of State.

3. This agreement may be cancelled in accordance with Arizona Revised Statutes Section 38-511.

4. The provisions of Arizona Revised Statutes Section 35-214 are applicable to this contract.

5. In the event of any controversy which may arise out of this agreement, the parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes Section 12-1518.

6. All notices or demands upon any party to this agreement shall be in writing and shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation
Joint Project Administration
205 South 17 Avenue, Mail Drop 616E
Phoenix, AZ 85007

City of Kingman
City Manager
310 N. 4th Street
Kingman, AZ 85401

7. Attached hereto and incorporated herein is the written determination of each party's legal counsel that the parties are authorized under the laws of this state to enter into this agreement and that the agreement is in proper form.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

CITY OF KINGMAN

STATE OF ARIZONA
Department of Transportation

By 
CAROL S. ANDERSON
Mayor

By 
JAY KLAGGE, Director
Transportation Planning

ATTEST


By 
CHARLENE WARE
City Clerk

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RESOLUTION

BE IT RESOLVED on this 4th day of February 1996, that I, the undersigned LARRY S. BONINE, as Director of the Arizona Department of Transportation, have determined that it is in the best interests of the State of Arizona that the Department of Transportation, acting by and through the Highways Division, to enter into an agreement with the City of Kingman for the purpose of defining responsibilities for conducting a Kingman Area Transportation and Transit study.

Therefore, authorization is hereby granted to draft said agreement which, upon completion, shall be submitted to the Director, Transportation Planning for approval and execution.


for LARRY S. BONINE
Director

CITY OF KINGMAN, ARIZONA

RESOLUTION NO. 3028

A RESOLUTION BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA, AUTHORIZING THE MAYOR TO SIGN THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF ARIZONA AND THE CITY OF KINGMAN, IDENTIFIED AS AG CONTRACT NO. KR96 0224TRN, ADOT ECS FILE NO. JPA 96-11 - KINGMAN AREA TRANSPORTATION AND TRANSIT STUDY

WHEREAS, the City of Kingman has requested the Arizona Department of Transportation (ADOT) to participate in the funding and completion of updating the Kingman Area Transportation Study, which has been estimated to cost approximately \$90,000.00 and

WHEREAS, ADOT has agreed to participate in the funding and completion of the Kingman Area Transportation and Transit Study, in the amount of \$54,000.00, and

WHEREAS, the local match estimated to be \$36,000.00 will be paid by the City of Kingman and Mohave County, and

WHEREAS, in order to proceed with the implementation of the consultant selection and study completion, it is necessary for the City of Kingman to enter into an Intergovernmental Agreement with the State of Arizona.

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council that it is beneficial for the City to enter into the Intergovernmental Agreement with the State of Arizona in order to receive State funding for this Transportation and Transit Study, and that the Mayor is hereby authorized to sign the Intergovernmental Agreement on behalf of the City of Kingman.

PASSED AND ADOPTED this 20th day of February, 1996, by the Mayor and Common Council of the City of Kingman, Arizona.

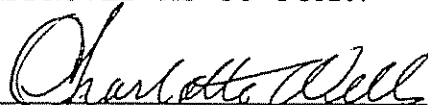
APPROVED:


Carol S. Anderson, Mayor

ATTEST:


Charlene Ware, City Clerk

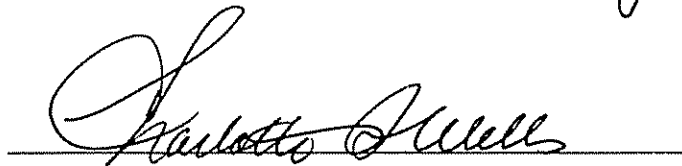
APPROVED AS TO FORM:


Charlotte Wells, City Attorney

APPROVAL OF THE KINGMAN CITY ATTORNEY

I have reviewed the above referenced proposed intergovernmental agreement, between the DEPARTMENT OF TRANSPORTATION, HIGHWAYS DIVISION, and the CITY OF KINGMAN and declare this agreement to be in proper form and within the powers and authority granted to the City under the laws of the State of Arizona.

DATED this 21st day of February, 1996.



City Attorney

SCOPE OF WORK

I. Overview

Proposals are requested to conduct a transportation study for the City of Kingman and its environs. The study area includes the corporate limits of Kingman and the neighboring unincorporated portions of Mohave County (see Exhibit 1).

This study will update and replace Kingman's second transportation study conducted in 1986 and add a transit element. Passage of the North American Free Trade Agreement (NAFTA) directed attention to state route 93, which bisects Kingman, as a portion of trade corridor linking Mexico and Canada. A comprehensive, multi-modal study of the SR 93 corridor is presently getting underway.

The principal focus of the proposed study is to update the 1986 Kingman Area Transportation Study. Significant population growth and economic development in the Kingman area requires new comprehensive planning to address growing demands placed on Kingman's roads and streets. In addition, this growth and development calls for an examination of transit needs and opportunities.

The major products of the study will be a five-year plan for improvements, a ten-year program of projects, and a long-range transportation plan incorporating both roadway and transit elements. The contract shall not exceed \$90,000, with the roadway component limited to \$60,000 and the transit element limited to \$30,000.

II. ADMINISTRATION

A Technical Advisory Committee has been established to closely coordinate the study. The following agencies are represented on this Committee:

- o City of Kingman
- o Mohave County
- o Western Arizona Council of Governments
- o Arizona Department of Transportation

The Technical Advisory Committee will review and provide comments on the products of the study. Reasonable comments and requests by the Committee and Project Manager will be incorporated into the final report. Mr. Dennis Roberts, the City of Kingman Community Development Director, will serve as project manager.

III. SCOPE OF WORK

The results of the work tasks comprising the project will be presented in working papers to be circulated to the Technical Advisory Committee for review and comment. Work tasks will be addressed by the Committee at regularly scheduled meetings. The

following are suggested work tasks.

TRANSPORTATION ELEMENT

1. **Refine the Work Plan** - To insure that the consultant and the Technical Advisory Committee are in accord regarding the scope of study, the first task will be to present a detailed work plan and project schedule to the Committee for review and comment. This task will include presentation of a map showing the study area boundaries and all major roads and streets to be addressed in the study. The consultant shall refine the preliminary definition of the study area presented in Exhibit 1.
2. **Inventory of Current Conditions** - Necessary background information will be collected and presented to the Committee on current land use patterns, travel behavior, and road and street conditions:
 - o Current land use patterns will be documented and analyzed with attention focused on such key transportation demand variables as population, employment, and special traffic generators.
 - o Travel behavior and demand will be documented and estimated. The micro-computer modeling program TRANPLAN is to be used.
 - o The consultant will need to interview City and County officials to obtain information describing existing street conditions.
 - o Information collected should include: jurisdictional responsibility, functional classification, right-of-way, roadway width, number of lanes, pavement type and condition, capacity, level of service, traffic control devices, flood protection, drainage, maintenance levels, and accident rates.
 - o The City of Kingman, Mohave County, the Western Arizona Council of Governments (WACOG), and the Arizona Department of Transportation will provide, as appropriate, readily available information germane to this study.
 - o The City of Kingman and Mohave County will provide recent traffic counts of record. Additional raw data counts can be coordinated with the consultant.
 - o The consultant is responsible for additional traffic counts and aerial photography.

3. **Future Conditions** - Future conditions and infrastructure requirements will be forecast for the years 2001, 2006, and 2016. In order to forecast travel demand, future land use patterns will need to be projected. These should be in accord with general land use plans, development plans, and population and employment projections.

Land use projections will be translated into travel demands, and potential problem areas will be identified. Suggested improvement actions will be identified; and cost estimates and time schedules developed. Finance alternatives necessary to implement the short, middle, and long range plans will be identified.

The above information, along with input from local leaders, will enable the consultant to document future transportation conditions, infrastructure requirements, and transportation issues in the study area.

4. **Special Topics** - Particular emphasis should be directed toward the identification and implementation of appropriate solutions for problems in the following areas.

- A. Traffic impacts of new development.
- B. Interior circulation and access within the greater Kingman area.
- C. Alternative and/or improved access to the east side of the rail road tracks. (Of specific interest is the feasibility, demand and timing of a railroad crossing at Airway Avenue, and the I-40/Parkway Interchange.)
- D. Congestion at I-40 traffic interchanges.
- E. Congestion and safety issues on Stockton Hill Road between Andy Devine Avenue and Gordon Drive.
- F. Identification of potentially hazardous locations due to deficiencies involving:
 - o site distance
 - o intersection alignment
 - o street lighting
 - o left turn locations
 - o signing
- G. Access control measures including traffic controls, center medians, restricted turning movements, etc.
- H. Inclusion of a pedestrian and bicycle element.
- I. Review of the City's existing and future park facilities,

(an element of the General Plan), addressing existing and potential traffic issues that are associated with these facilities.

J. Review of current design standards.

K. Financing options to implement transportation plans and programs.

5. **Alternative Action** - Alternative actions to meet short, middle and long range needs will be developed. A list of specific projects to address current problems and short term needs in the next five years will be developed. These projects will be prioritized and linked with financial options.

Middle and long range alternatives will include, but not be limited to: right-of-way acquisitions, new facilities, road widening, and traffic control measures.

Alternative short and long-range options will be evaluated by a set of criteria which will include funding prospects, construction costs, public development goals, private development responsibilities, levels of service, accident rates, environmental issues, and community support.

6. **Public Input** - Public input will be solicited and documented. This will include interviews with City, and County elected officials, representatives of the business community, and two public forums.

7. **Study Products**

1. Technical Memo No. 1 presenting:

- o the study area boundary (approved by the Technical Advisory Committee)
- o a detailed scope of work
- o the project schedule

2. Working Paper No. 1 documenting existing conditions in the study area.

3. Working Paper No. 2 describing future conditions in the forecast years (2001, 2006, and 2016)

4. Draft Kingman Transportation Plan

5. Fifty (50) copies of the final Kingman Transportation Plan. Ten of the 50 copies should be delivered to the

Arizona Department of Transportation.

6. Fifty (50) copies of the Kingman Transportation Plan Executive Summary. Twenty of the 50 copies should be delivered to the Arizona Department of Transportation.
7. Two reproducible copies of the each working paper and the final Kingman Transportation Plan.

Documentation should also include floppy diskettes in Word Perfect 5.1 format. Statistical data will be documented on diskettes using a data base manager or spreadsheet application software which is MS-DOS compatible.

TRANSIT ELEMENT

1. Refine the Work Plan - Same as described in Transportation Element.
2. Inventory of Current Conditions - Examine current activity centers in the Greater Kingman area for potential patronage support of a transit system.
 - o Include retail, employment centers, educational facilities, medical services, public services and facilities, the Airport Industrial Park. Evaluation should include examination of the numbers of trips taken to these centers and potential market capture by transit service.
 - o Evaluate the land use element of the City's and County's General Plans and other available planning documents to predict potential new activity centers that may be significant consumers of transit service in the future.
 - o Evaluate current demographic information for the Greater Kingman area for profiles of typical transit user groups. Anticipate growth rates for three, five and ten year time frames for such users based on historical growth rates and data derived from step B above. Review demographic information and transit needs information of a regional nature available from WACOG and ADOT.
 - o Assess current para-transit services to the elderly, disabled and other special needs clientele which are currently provided in the Greater Kingman area. Survey local social service agencies to quantify the mobility needs of their clientele. Evaluate what degree of mobility assistance these agencies are providing or could provide to the area's transit users through a coordinated system.

- Assess various public transit and delivery services of a local or regional nature which might be available in the area. Evaluate what degree of the potential transit need might be met by these providers.
- Evaluate the demand/need for transit services to outside employment centers, i.e., Bullhead/Laughlin, the I-40 corridor between Kingman and Yucca.
- Prepare a transit needs assessment based on the above evaluation steps which quantifies general public and special needs transit demand for the current time and for three, five and ten year future scenarios.

3. Develop Service Options

- Geographically illustrate the needs assessment relative to land use patterns and activity centers. Chart transit demand lines and origin and destination data on a base map of the Greater Kingman area.
- Quantify the above information into prioritized service corridors.
- Assess the efficiency of both fixed route service and demand response service to meet the projected demand. This assessment should include analysis of compliance with federal accessibility requirements.
- Prepare at least three prudent transit service options. The options should reflect the above transit needs assessment and also levels of service which are achievable given the realistic levels of both farebox revenues and operational subsidies available from public and private resources.
- Based on input from the above, a draft recommended service plan should be presented to the Technical Advisory Committee. This recommended plan should include three, five and ten year service projections which are congruent with growth projections developed during the evaluation task. Following review of this document, a final recommended service plan can be prepared.

4. Recommend implementation strategies to the City of Kingman and Mohave County, including but not limited to:

- Third Party Operator possibilities
- Phasing of Service Implementation
- Marketing and promotional strategies

- o Assessment of economic development impacts
- o Long term financing strategies

IV. Proposal Content

1. **Identification** - A title sheet or equivalent which includes a short title for the proposed study; names and business addresses of the organization that will conduct the work; name, title, mailing address and telephone number of the principal investigator.
2. **Table of Contents**
3. **Problem Statement** - A clear, concise statement of the problem to reflect the proposer's understanding of the issues to be studied.
4. **Objectives of the Study** - These are the technical objectives upon which the project team is to focus attention and upon which study efforts are to converge. The objectives should identify clearly and concisely the products of the contract. The objectives stated in the proposal should reflect the proposer's intent, creativity, and understanding of the objectives.
5. **Project Work Plan** - This is the most important element of the proposal. The work plan should describe fully the study's tasks, including the submission of an acceptable final report and an executive summary. It should define the proposed approach as clearly as possible. The study methodology should be described in sufficient detail to permit an objective evaluation of the proposal. The work plan should be subdivided into the following sections:
 - A. **Introduction** - Set the stage for the presentation of the study plan.
 - B. **Study Approach** - Describe how the objectives will be achieved through a logical plan. The contribution of each team member should be identified in a table as follows:
 - (1) The names of the research team members. (NOTE: Any change in the research team at any time must have the prior approval of the Project Manager.)
 - (2) Role of each team member
 - (3) Identify each team member's commitment to this project as a percentage of his/her total workload

at the consultant firm. (Assume one person-month = 174 hours.)

- (4) The number of hours each team member will spend on each task of this project.
 - (5) The hourly rate for each team member and the total cost attributed to each team member and task.
 - (6) Show the organizational chart for the study and identify the project manager.
- C. **Presentation of Anticipated Products** - Show how the results of the study will be reported and presented.
- D. **Qualifications and Experience** - State the relevant qualifications and experience of each project team member.
- E. **Facilities and Equipment Available** - Include the location of the base of operation for this study.
- F. **Work Time Schedule** - Provide bar type progress charts to illustrate the scheduling and interrelationships among the major study tasks.
- ~~G. **Personnel and Budget Estimates** - Provide a summary tabulation showing the staffing plan, and costs for the study. The payments to the consultant will be based on a lump sum method of compensation. Consultant shall provide a detailed budget estimate, including the following:~~
- ~~(1) The cost of personal services, broken down by hourly direct salaries and estimated hours.~~
 - ~~(2) Overhead costs as a percentage of direct salaries.~~
 - ~~(3) Other direct costs such as travel, lodging, meals, sub-contracting, computer time, report printing, etc.~~
 - ~~(4) Consultant's fee or profit.~~
- H. **Progress Reporting Procedures** - Indicate the format of the monthly reporting procedure to which the project team will adhere. The monthly progress report with an updated schedule should be limited to two pages. It should include at least the following:
- (1) Progress made in terms of the specific activities that were completed

- (2) Information generated
- (3) Contacts made
- (4) Summary of task reports
- (5) Percentage of the study completed
- (6) Costs incurred
- (7) Next month's activities

- I. **Cooperative Features** - If assistance in the form of personnel, data, or equipment is required from other organizations, the proposal must describe the plans, including letters of commitment for obtaining such help or information.

SUPPORT MATERIAL

- A. **Relevant Experience and References** - Describe the consultant firm's experience in performing studies similar to that anticipated by this Request for Proposals. Include the following:
 - (1) Inclusive project dates
 - (2) Name and address of the organization from whom the project was performed
 - (3) Name and telephone number of an individual in the client's organization who is familiar with the study
 - (4) A short description of the study
- B. **GSA Form 254** (Exhibit II)
- C. **Arizona Department of Transportation EEO Report** (Exhibit III)
- D. **Notification of Any Potential Conflict of Interest**
- E. **Appendices** - The appendices may include a detailed resume of each team member, abstracts of previous similar studies, or any other information which may be useful to the Technical Advisory Committee in evaluating the firm's proposal.

The proposal shall be signed by a representative or office authorized to bind the offeror. Individuals of the offering

organization authorized to negotiate a contract based on the proposal shall be identified by name, title, address and telephone number. Ten (10) copies of the proposal shall be submitted.

The contract will be considered complete upon acceptance of the final Kingman Transportation Plan by the City of Kingman Common Council and the Arizona Department of Transportation.

V. Compensation

All work and the study's products shall be completed to the satisfaction of the City of Kingman based on recommendation by the Technical Advisory Committee.

Progress payments will be made upon request submitted by invoice following satisfactory review by the City of Kingman and the Technical Advisory Committee.

Ten (10) percent of the consultant's billing will be withheld pending official acceptance of the final report by the City of Kingman Common Council.

VI. Selection Process

In addition to the items covered in the study objectives and proposal content noted above, the following criteria will be considered in evaluating the proposals.

1. Responsiveness to the information and details contained within the scope-of work.
2. Consistency of the work plan with the study objectives.
3. Familiarity with the needs of the communities within the study area.
4. The education and experience of the project team.

Each proposal submitted for consideration will be evaluated by the Technical Advisory Committee. The Committee reserves the right to call for oral interviews of the top candidates prior to award.

VII. PROPOSAL SUBMISSION

The deadline for submittal of proposals to the City Clerk's office is _____. Ten (10) copies of the proposal, with the consultant qualifications and technical information sealed separately from the price proposal, are to be provided to:

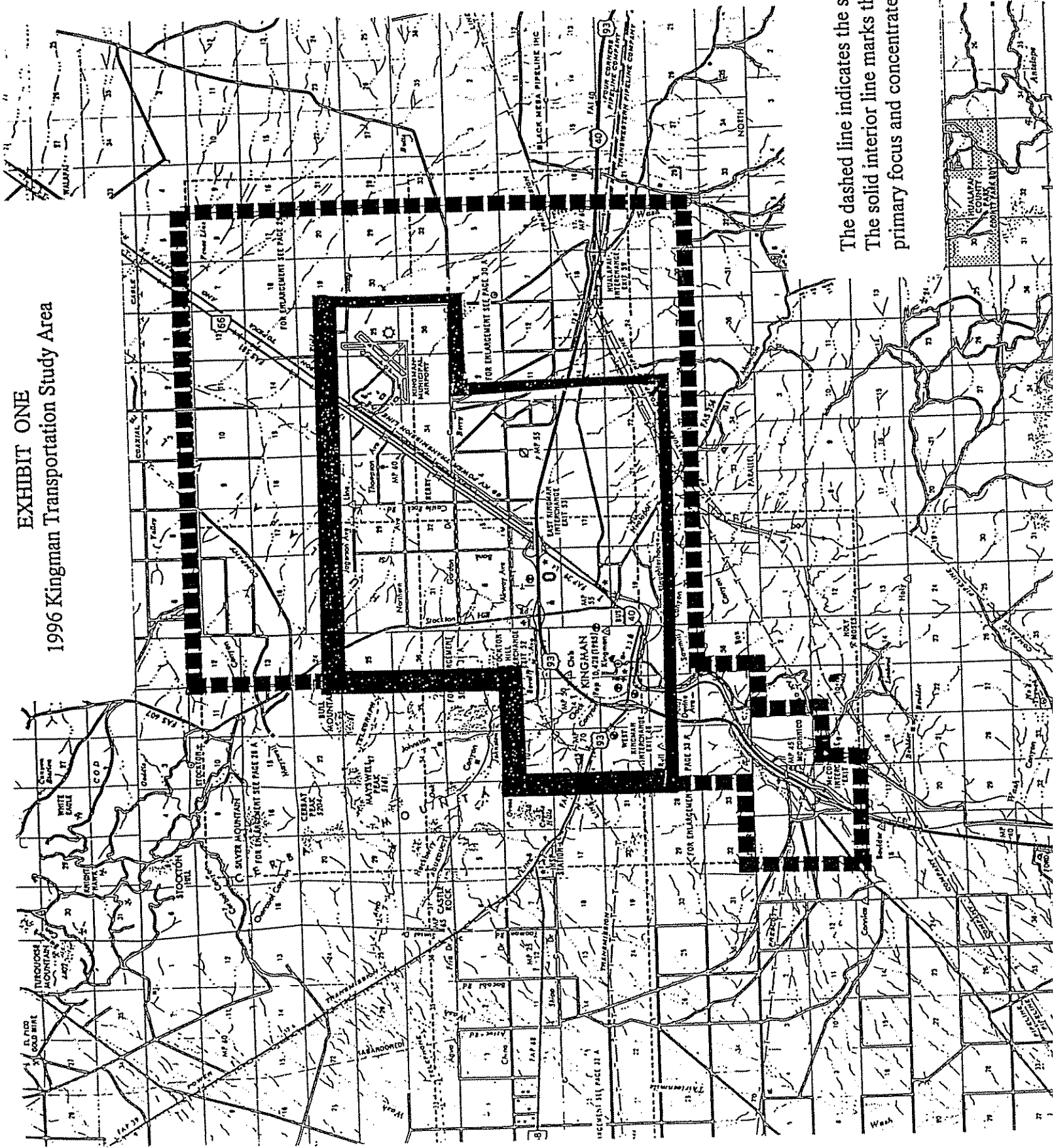
City Clerk
City of Kingman
310 N. 4th Street 86401

10
Comm. Dev. Dept.

Kingman, Arizona 86401

Questions concerning the request should be directed to Mr. Dennis Roberts, Community Development Director, City of Kingman [(520)-753-5561].

EXHIBIT ONE 1996 Kingman Transportation Study Area



The dashed line indicates the study area.
The solid interior line marks the region of primary focus and concentrated study.

ARIZONA DEPARTMENT OF TRANSPORTATION
ENGINEERING CONSULTANTS SERVICES

Progress _____		Final _____		Payment Report _____	
Report No.	FA	Non FA	Fund Code Account Code	Contract No.	
Project Number:		Month Ending _____			
Tracs Number:					
Name of Project: _____					
Name of Consultant: _____					
Date Started		Date Accepted	Estimated Completion Date	% Billed	% Complete
SUMMARY OF WORK FOR WHICH PAYMENT IS REQUESTED					
Item	Description	Total Contract Amount	Previous Accumulative Amount	Current Month	Accumulative Amount
Submitted by _____	Date _____	Total To Date		\$	
Approved _____	Date _____	Total Previous Report			
Approved _____	Date _____	Current Report		\$	



STATE OF ARIZONA

OFFICE OF THE ATTORNEY GENERAL

1275 WEST WASHINGTON, PHOENIX 85007-2926

MAIN PHONE : 542-5025

TELECOPIER : 542-4085

GRANT WOODS
ATTORNEY GENERAL


INTERGOVERNMENTAL AGREEMENT
DETERMINATION

A. G. Contract No. KR96-0224-TRN, an agreement between public agencies, has been reviewed pursuant to A.R.S. §11-952, as amended, by the undersigned Assistant Attorney General who has determined that it is in the proper form and is within the powers and authority granted to the State of Arizona.

No opinion is expressed as to the authority of the remaining parties, other than the State or its agencies, to enter into said agreement.

DATED this 4th day of March, 1996.

GRANT WOODS
Attorney General


JAMES R. REDPATH
Assistant Attorney General
Transportation Section

JRR:lsr
9042G